

Alabaster City Schools Board of Education recently approved updates to the documentation needed to provide of proof of residence for enrollment in to Alabaster City Schools.

For the 2023-2024, the following documentation is required for all students enrolling in Alabaster City Schools:

1. Current Alabaster Water bill (current month or past 30 days) with service name of the custodial parent or legal guardian

OR

Current mortgage statement in the name of the custodial parent or legal guardian

OR

A **complete copy** of the original, **current** lease/rental agreement signed by the **property owner of record** that lists the name of the custodial parent or legal guardian and child(ren) as occupants.

2. Custody papers (if applicable)

Residing with Others

A custodial parent or legal guardian residing in a property they do not own or lease, but who are residing with the homeowner, must complete a board-approved ***Residency Affidavit Form*** in person at the Board's Central Office with the homeowner.

The homeowner must present the following in their name at the time of the affidavit:

1. An original warranty deed; current tax card **OR**
Complete copy of the original or current mortgage statement

AND Alabaster Water Bill.

The custodial parent/legal guardian must also provide **two** of the following documents in the name of the custodial parent or legal guardian **listing the address stated on the affidavit**:

1. Government-issued ID; driver's license;
2. Government-issued voter registration card
3. Vehicle registration receipt
4. Other documents upon specific approval by the Superintendent or designee.

This option is not available for leased or rented properties. For leased properties, the custodial parent or legal guardian must be listed as an occupant on the lease.

Affidavits must be completed in-person in front of a notary public at the Central Office. Affidavits under false pretenses will be prosecuted. Home visits will be conducted multiple times throughout the school year for all affidavits.